



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TRAINING AND OPERATIONS OFFICER	35	B	11.612

DEFINITION OF THE CLASS:

Under direction, develops, maintains, monitors and coordinates federal emergency management grant programs for the State Emergency Management Division; serves as State Emergency Management Training Coordinator; and performs related work as required.

EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Coordinates training activities and program development involving emergency management functions in the State to ensure that assigned personnel are prepared to respond and take corrective action in such emergencies as floods, earthquakes, plane crashes, hazardous material spills, gas explosions, fire, etc. Duties include assessing local counties' emergency management needs and assisting the Director of Emergency Management in their activities; meeting with local county managers and personnel to determine their training needs, developing or revising courses and/or course material to meet their needs; arranging for subject matter experts to present training or conducting training in emergency management areas such as planning, communications, Federal Emergency Management Agency (FEMA)/State rules and regulations, organization, national or State policy and objectives, etc; assisting local and state agencies with developing and conducting disaster exercises; reviewing federal and private training publications to stay apprised of available training courses; assisting in the preparation of the annual emergency management training portion of the comprehensive cooperative agreement; publishing an annual emergency management training calendar for local emergency management coordinators, department heads, State agencies, public enterprises and emergency response agencies; supervises a training professional.

Performs duty officer functions on assigned shifts to ensure response and assistance during emergency situations within the state. Duties include: documenting the information received on a disaster or emergency from one of the state entities; notifying the Operations Officer and other agency, federal, state or local personnel concerned with emergency response; assisting in the disaster, until the Operations Officer takes charge, by coordinating the flow of personnel and material needed to contain or bring the emergency under control.

Develops grant applications, progress reports for federally funded programs; oversees maintenance of budgetary and performance records as required by funding agency; develops budgets and allocates funding to other State and local agencies; develops training manual; develops contracts for outside trainers.

Provides assistance to other areas of the Department where expertise in the area of hazardous materials is needed. Duties include: developing state plans, working as a member of a task force providing expertise in the area of emergency and disaster techniques for the general public and setting up and answering questions at public events such as health fairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of general training techniques and equipment and their uses. Knowledge of video production techniques to include composing dialogue. Knowledge of the FEMA professional development series. Knowledge of the State Emergency Plan and national, local and state disaster response plans.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of adult education training techniques and procedures. Knowledge of federal grants management requirements. Knowledge of program planning and evaluation. Knowledge of principles and practices of public administration. Knowledge of intergovernmental relations and agreements as related to disaster preparation and emergency management.

Ability to work effectively with a variety of individuals, groups and agencies. Ability to communicate effectively both orally and in writing. Ability to work independently. Ability to negotiate agreements, establish cooperative working relationships, supervise professionals, and monitor the work of independent contractors.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent plus six years of responsible experience in the fields of emergency response training and emergency operations involving actual response and response coordination for emergency situations; OR

II

Baccalaureate degree from an accredited college or university in education, business administration, public administration or fields relative to public safety plus four years of experience in the fields of emergency response training and emergency operations involving actual response and response coordination to emergency situations; OR

III

Masters degree from an accredited college or university in education, business administration, public administration or fields relative to public safety plus two years of responsible experience in the fields of emergency response training and emergency operations involving actual response and response coordination to emergency situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.612

ESTABLISHED: 9/1/65
REVISED: 10/28/83
7/22/85PAC
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9/16/94PC